

ACJA § 1-304: Preventing Inappropriate Behavior and Workplace Harassment

Facilitator Guide

Arizona Code of Judicial Administration (ACJA) §1-304: Discrimination and Harassment was adopted by Administrative Order No. 2018-65. This section requires presiding judges to ensure that education opportunities are offered for judges and judicial branch employees within their county regarding this policy and local policies. This section also requires judges, managers and supervisors to receive education regarding their role and responsibility to identify discrimination and harassment and to take appropriate action pursuant to ACJA §1-304 and local procedures. Administrative Order 2019-27 requires all judges and judicial branch employees to complete a program on ACJA §1-304 during the 2019 COJET reporting period.

The training that accompanies AO 2019-27 is designed to be a flexible component of statewide discrimination and harassment training for court employees when supplemented with information on local court policies and procedures. The following notes will help facilitators to enhance the educational experience.

Group Viewing

If you are serving as a facilitator for a group viewing of this training, please note the following time points to stop the video playback to allow participants to reflect on the scenario and provide their answers.

- Scenario 1: 3:50
- Scenario 2: 8:12
- Scenario 3: 9:32
- Scenario 4: 10:32
- Scenario 5: 11:19
- Scenario 6: 12:00
- Scenario 7: 13:22
- Scenario 8: 19:09

Each scenario concludes with a specific question to be answered. Facilitating discussion and asking follow-up questions before resuming video playback is a highly effective way to increase participation and interest from class participants.

Additionally, you can stop the video playback at 22:57 to provide specific information about your local court's discrimination and harassment reporting system, including the name and contact information of designated human resources staff. This supplemental information must be included to fulfill the training requirement of AO 2019-27.